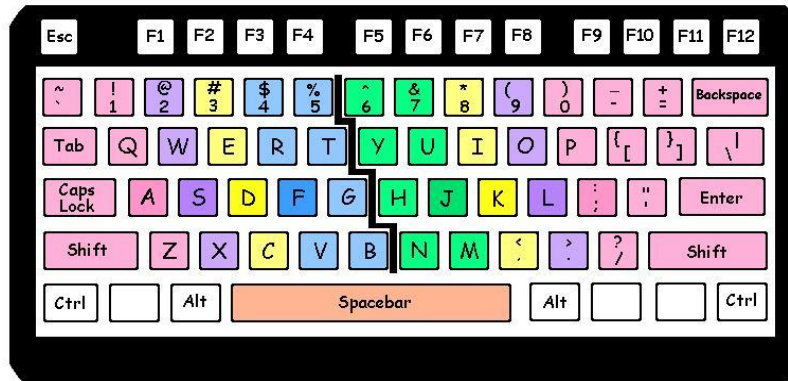


## Home Row - **A S D F J K L ;**

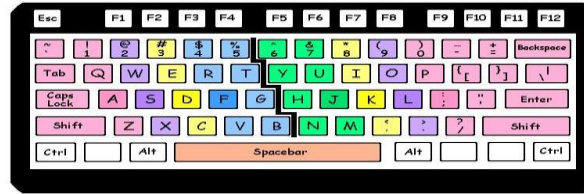
Directions: Key each group of lines once. *Don't look at your hands!*



1	ff jj dd kk ss ll aa ;; f j d k s l a ; ff jj dd kk ss ll aa ;; f j d k s l a ;
2	sad sad fad fad ask ask lad lad dad dad sad sad fad fad ask ask lad lad dad dad
3	as; as; fall fall alas alas flask flask as; as; fall fall alas alas flask flask
4	aaa ddd sad sad aaa sss lll lll all all aaa ddd sad sad aaa sss lll lll all all
5	aaa sss kkk ask ask fff aaa ddd fad fad aaa sss kkk ask ask fff aaa ddd fad fad
6	aaa ddd ddd add add lll aaa ddd lad lad aaa ddd ddd add add lll aaa ddd lad lad
7	aaa sss ;;; as; as; ddd aaa ddd dad dad aaa sss ;;; as; as; ddd aaa ddd dad dad
8	f fl fla flas flask; l la las lass lass f fl fla flas flask; l la las lass lass
9	f fa fal fall falls; a al ala alas alas f fa fal fall falls; a al ala alas alas

# Home Row + H E I R

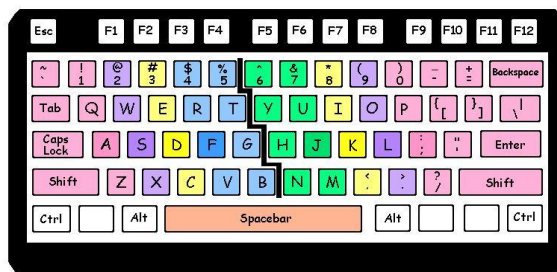
Directions: Key each group of lines once. *Don't look at your hands!*



1	jjj jhj jhj hjh jhj jjj jhj jhj hjh jhj jjj jhj jhj hjh jhj jjj jhj jhj hjh jhj
2	jhj ash ash jhj has has jhj had had jhj jhj ash ash jhj has has jhj had had jhj
3	jhj a lass has; adds a half; a lad had; jhj a lass has; adds a half; a lad had;
4	has a slash; half a sash dad shall dash has a slash; half a sash dad shall dash
5	ddd ded ded ede ded ddd ded ded ede ded ddd ded ded ede ded ddd ded ded ede ded
6	ded led led ded she she ded he; ded he; ded led led ded she she ded he; ded he;
7	ded he led; she fell; he slashes sales; ded he led; she fell; he slashes sales;
8	he sees sheds ahead; she sealed a lease he sees sheds ahead; she sealed a lease
9	k ik is if did did aid aid kid kid hail k ik is if did did aid aid kid kid hail
10	ik if is kid his lie aid aide if he kid ik if is kid his lie aid aide if he kid
11	f r rf jar her are are ark ark jar jars f r rf jar her are are ark ark jar jars
12	a fir; if her; a fire; is fair; his ire; a fir; if her; a fire; is fair; his ire;
13	if she is; he did ask; he led jak; shelf if she is; he did ask; he led jak; shelf
14	she had a jak sale; she said he had fir; she had a jak sale; she said he had fir;

# Home Row H E I R + O T N G

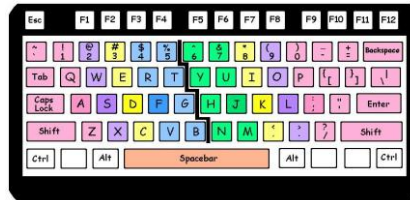
Directions: Key each group of lines once. *Don't look at your hands!*



1	l l ol ol do do of of so so lo lo old old for fore l l ol ol do do of of so so lo lo old old for fore
2	ol ol of of or or for for oak oak off off sol sole ol ol of of or or for for oak oak off off sol sole
3	do so; a doe; of old; of oak; old foe; of old oak; do so; a doe; of old; of oak; old foe; of old oak;
4	f f tf tf it it at at tie tie the the fit fit lift f f tf tf it it at at tie tie the the fit fit lift
5	tf tf ft ft it it sit sit fit fit hit hit kit kite tf tf ft ft it it sit sit fit fit hit hit kit kite
6	if it; a fit; it fit; tie it; the fit; at the site if it; a fit; it fit; tie it; the fit; at the site
7	j j nj nj an an and and end end ant ant land lands j j nj nj an an and and end end ant ant land lands
8	nj nj an an en en in in on on end end and and hand nj nj an an en en in in on on end end and and hand
9	an en; an end; an ant; no end; on land; a fine end an en; an end; an ant; no end; on land; a fine end
10	f f gf gf go go fog fog got got fig figs jogs jogs f f gf gf go go fog fog got got fig figs jogs jogs
11	gf gf go go got got dig dig jog jog logs logs golf gf gf go go got got dig dig jog jog logs logs golf
12	to go; he got; to jog; to jig; the fog; is to golf to go; he got; to jog; to jig; the fog; is to golf
13	he has left for the lake; she goes there at eight; sign the list on the desk; go right to the old jet

# Home Row HEIR OTNG + Left Shift, Period, U C

Directions: Key each group of lines once. *Don't look at your hands!*

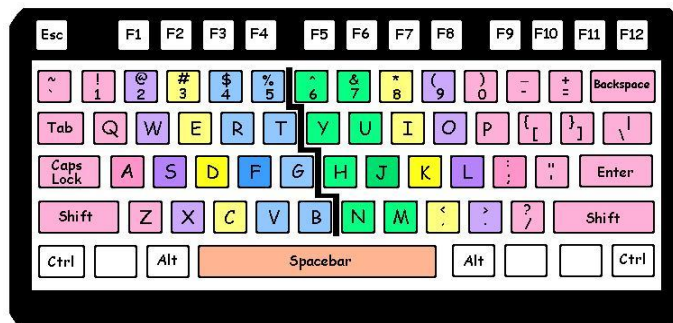


1	a a Ja Ja Ka Ka La La Hal Hal Kal Kal Jae Jae Lana a a Ja Ja Ka Ka La La Hal Hal Kal Kal Jae Jae Lana
2	Kal rode; Kae did it; Hans has jade; Jan ate a fig Kal rode; Kae did it; Hans has jade; Jan ate a fig
3	I see that Jake is to aid Kae at the Oak Lake sale I see that Jake is to aid Kae at the Oak Lake sale
4	l l .l .l fl. fl. ed. ed. ft. ft. rd. rd. hr. hrs l l .l .l fl. fl. ed. ed. ft. ft. rd. rd. hr. hrs
5	.l .l fl. fl. hr. hr. e.g. e.g. i.e. i.e. in. ins. .l .l fl. fl. hr. hr. e.g. e.g. i.e. i.e. in. ins.
6	fl. ft. hr. ed. rd. rt. off. fed. ord. alt. asstd. fl. ft. hr. ed. rd. rt. off. fed. ord. alt. asstd.
7	j j uj uj us us us jug jug jut jut due due fur fur j j uj uj us us us jug jug jut jut due due fur fur
8	uj uj jug jug sue sue lug lug use use lug lug dues uj uj jug jug sue sue lug lug use use lug lug dues
9	a jug; due us; the fur; use it; a fur rug; is just a jug; due us; the fur; use it; a fur rug; is just
10	d d cd cd cod cod cog cog tic tic cot cot can cans d d cd cd cod cod cog cog tic tic cot cot can cans
11	a cod; a cog; the ice; she can; the dock; the code a cod; a cog; the ice; she can; the dock; the code
12	I said to use Kan. For Kansas and Ore. for Oregon. I said to use Kan. For Kansas and Ore. for Oregon.
13	Nida is to get the ice; Jacki is to call for cola. Nida is to get the ice; Jacki is to call for cola.
14	It is said that Lt. Li has an old jet at Lake Ida. It is said that Lt. Li has an old jet at Lake Ida.

15	L. N. is at the King Hotel; Harl is at the Leland. L. N. is at the King Hotel; Harl is at the Leland.
16	Kae had taken a lead. Jack then cut ahead of her. Kae had taken a lead. Jack then cut ahead of her.

# Home Row HEIR OTNG Lshift, period, UC + W Right Shift B Y

Directions: Key each group of lines once. *Don't look at your hands!*

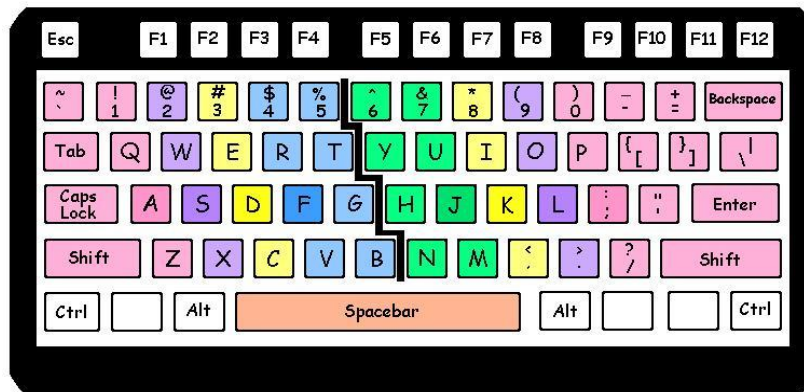


1	s s ws ws sow sow wow wow low low how how cow cows s s ws ws sow sow wow wow low low how how cow cows
2	sw sw ws ws ow ow now now row row own own tow tows sw sw ws ws ow ow now now row row own own tow tows
3	to sow; is how; so low; to own; too low; is to row to sow; is how; so low; to own; too low; is to row
4	A; A; Al Al; Cal Cal; Ali or Flo; Di and Sol left. A; A; Al Al; Cal Cal; Ali or Flo; Di and Sol left.
5	Ali lost to Ron; Cal lost to Elsa; Di lost to Del. Ali lost to Ron; Cal lost to Elsa; Di lost to Del.
6	Tina has left for Tucson; Dori can find her there. Tina has left for Tucson; Dori can find her there.
7	f f bf bf fib fib rob rob but but big big fib fibs f f bf bf fib fib rob rob but but big big fib fibs
8	bf bf rob rob lob lob orb orb bid bid bud bud ribs bf bf rob rob lob lob orb orb bid bid bud bud ribs
9	a rib; to fib; rub it; an orb; or rob; but she bid a rib; to fib; rub it; an orb; or rob; but she bid
10	j j yj yj jay jay lay lay hay hay day day say says j j yj yj jay jay lay lay hay hay day day say says
11	yj yj jay jay eye eye dye dye yes yes yet yet jays yj yj jay jay eye eye dye dye yes yes yet yet jays

12	a jay; to say; an eye; he says; dye it; has an eye a jay; to say; an eye; he says; dye it; has an eye
13	Fran knew it was her job to guide your gold truck. Fran knew it was her job to guide your gold truck.
14	Judy had gone for that big ice show at Lake Tahoe. Judy had gone for that big ice show at Lake Tahoe.
15	Jack said that all of you will find the right job. Jack said that all of you will find the right job.
16	Cecil hikes each day on the side roads near school. Cecil hikes each day on the side roads near school.

**Home Row HEIR OTNG Lshift, period, UCW Rshift BY + M X P W**

Directions: Key each group of lines once. *Don't look at your hands!*



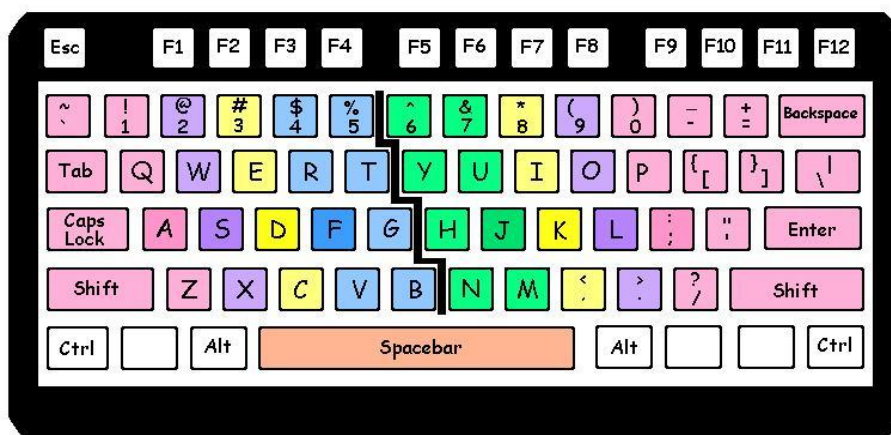
1	j j mj mj am am am me me ma ma jam jam ham ham yam j j mj mj am am am me me ma ma jam jam ham ham yam
2	mj mj me me me may may yam yam dam dam men men jam mj mj me me me may may yam yam dam dam men men jam
3	am to; if me; a man; a yam; a ham; he may; the hem am to; if me; a man; a yam; a ham; he may; the hem
4	s s xs xs ox ox ax ax six six fix fix fox fox axis s s xs xs ox ox ax ax six six fix fix fox fox axis
5	xs xs sx sx ox ox six six nix nix fix fix lax lax xs xs sx sx ox ox six six nix nix fix fix lax lax
6	a fox; an ox; fix it; by six; is lax; to fix an ax a fox; an ox; fix it; by six; is lax; to fix an ax
7	; ; p; p; pa pa up up apt apt pen pen lap lap kept ; ; p; p; pa pa up up apt apt pen pen lap lap kept
8	p; p; pa pa pa pan pan nap nap paw paw gap gap rap p; p; pa pa pa pan pan nap nap paw paw gap gap rap
9	a pen; a cap; apt to pay; pick it up; plan to keep a pen; a cap; apt to pay; pick it up; plan to keep
10	f f vf vf via via vie vie have have five five live f f vf vf via via vie vie have have five five live
11	vf vf vie vie vie van van view view dive dive jive vf vf vie vie vie van van view view dive dive jive
12	go via; vie for; has vim; a view; to live; or have go via; vie for; has vim; a view; to live; or have



13	Kevin does a top job on your flax farm with Craig. Kevin does a top job on your flax farm with Craig.
14	Dixon flew blue jets eight times over a city park. Dixon flew blue jets eight times over a city park.
15	Pam may pack plums and grapes for my trip to camp. Pam may pack plums and grapes for my trip to camp.
16	Bix used the box of mix to fix bread for six boys. Bix used the box of mix to fix bread for six boys.
17	Vinny may have you buy very heavy silk and velvet. Vinny may have you buy very heavy silk and velvet.
18	Beth will pack sixty pints of guava jam for David. Beth will pack sixty pints of guava jam for David.

**FDSAJKL; HEIROTNG Lshift period UCW Rshift BYMXPW +  
Q, COMMA, Z, COLON, CAPS LOCK, ?, TAB**

Directions: Key each group of lines once. *Don't look at your hands!*



1 a qa qa aq aq quo quo qt. qt. quad quad quit quite  
a qa qa aq aq quo quo qt. qt. quad quad quit quite

2 qa quo quo qt. qt. quay quay aqua aqua quite quite  
qa quo quo qt. qt. quay quay aqua aqua quite quite

3 k k ,k ,k kit, kit; Rick, Ike, or I will go, also.  
k k ,k ,k kit, kit; Rick, Ike, or I will go, also.

4 a ski, a ski; a kit, a kit; a kite, a kite; a bike  
a ski, a ski; a kit, a kit; a kite, a kite; a bike

5 Ike, I see, is here; Pam, I am told, will be late.  
Ike, I see, is here; Pam, I am told, will be late.

6 a a za za zap zap zap zoo zoo zip zip zag zag zany  
a a za za zap zap zap zoo zoo zip zip zag zag zany

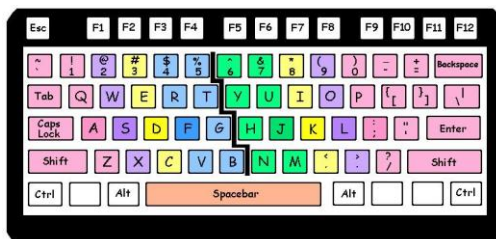
7 za za zap zap zed zed oz. oz. zoo zoo zip zip maze  
za za zap zap zed zed oz. oz. zoo zoo zip zip maze

8	zap it, zip it, an adz, to zap, the zoo, eight oz. zap it, zip it, an adz, to zap, the zoo, eight oz.
9	:: :: :: Date: Time: Name: Room: From: File: :: :: :: Date: Time: Name: Room: From: File:
10	:: :: To: File: Reply to: Dear Al: Shift for : :: :: To: File: Reply to: Dear Al: Shift for :
11	Two spaces follow a colon, thus: Try these steps: Two spaces follow a colon, thus: Try these steps:
12	Hal read PENTAGON and ADVISE AND CONSENT by Drury. Hal read PENTAGON and ADVISE AND CONSENT by Drury.
13	Oki joined FBLA when her sister joined PBL at OSU. Oki joined FBLA when her sister joined PBL at OSU.
14	Zoe now belongs to AMD and DPE as well as to NBEA. Zoe now belongs to AMD and DPE as well as to NBEA.
15	:: :: ? ? Who? What? When? Where? Why? Is it? :: :: ? ? Who? What? When? Where? Why? Is it?
16	Who is it? Is it she? Did he go? Was she there? Who is it? Is it she? Did he go? Was she there?
17	Is it up to me? When is it? Did he key the line? Is it up to me? When is it? Did he key the line?
18	Zosha was quick to dive into my big pool for Jinx. Zosha was quick to dive into my big pool for Jinx.

19	<p>The tab key is used to indent blocks of copy such as these.</p> <p>It should also be used for tables to arrange data quickly and neatly into columns. Learn now to use the tab key by touch; doing so will add to your keying skill.</p> <p>Strike the tab key firmly and release it very quickly. Begin the line without a pause. If you hold the tab key down, the cursor will move from tab to tab across the line.</p>
20	<p>The best dancers are: Ana and Jose; Mag and Boyd.</p> <p>Did Ms. Paxson send us the letter from Dr. LaRonde?</p> <p>Masami saw the game on ESPN; Krista saw it on NBC.</p>
21	<p>Quig just fixed prize vases he won at my key club.</p> <p>Marcia works for HMS, Inc.; Juanita, for XYZ Corp.</p> <p>Su did vow to rid the town of the giant male duck.</p>
22	<p>How you key is just as vital as the copy you work from or produce. What you put on paper is a direct result of the way in which you do the job.</p> <p>If you expect to grow quickly in speed, take charge of your mind. It will then tell your eyes and hands how to work through the maze of letters.</p>

## All Letters + Symbols

Directions: Key each group of lines once. *Don't look at your hands!*

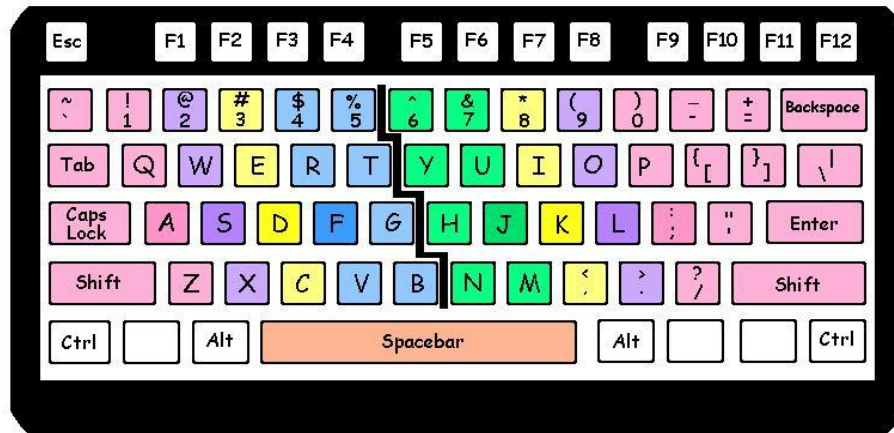


1	;; /; /; :: // :/; :/; 2/3 4/5 and/or We keyed 1/2 and 3/4. Space between a whole number and a fraction: 7 2/3, 18 3/4.
2	f f \$f \$f ff \$\$ f\$f f\$f \$4 \$4 for \$4 Shift for \$ and key \$4. A period separates dollars and cents: \$4.50, \$6.25, \$19.50.
3	f f %f %f ff %% f%f f%f 5% 5% Shift for the % in 5% and 15%. Do not space between a number and %: 5%, 75%, 85%, and 95%.
4	;; -; -; :: -- ;: ;: 4-ply I use a 2-ply tire on my bike. I gave each film a 1-star, 2-star, 3-star, or 4-star rating.
5	d d #d #d dd ## d#d d#d 3# 3# Shift for # as you enter #33d. Do not space between a number and #: 3# of #633 at \$9.35/#.
6	l l ( l l (( l l l l 9( 9( Shift for the ( as you key 9. As ( is the shift of 9, use the l finger to key 9, (, or (9.
7	; ; ) ; ) ; :: )) ;: ;: 0) 0) Shift for the ) as you key 0). As ) is the shift of 0, use the ; finger to key 0, ), or 0).
8	; ; ' ; ; ' ' ; ; ' ; ; ' ; it's he's I'm I've It's hers, I see. I'm not sure if it's Hal's; but if it's his, I'll return it.
9	; ; " ; ; " " ; ; " ; ; " "Keep on," she said, but I had quit. I read "Ode on a Grecian Urn," "The Last Lear," and "Trees."
10	; ; _ ; ; _ _ ; ; _ ; ; _ I _____ go there; she _____ go also. They _____ to visit _____ aunt, but _____ cousin _____ at school.
11	k k *k *k kk ** k*k k*k She used * for a single source note. All discounted items show an *, thus: 48K*, 488*, and 618*.
12	We sent 5 boxes of No. 6 3/4 envelopes at \$11/box on June 2. They can get 2 sets of disks at \$49.85/set; 10 sets, \$39.85. The new account (#594-7308) draws annual interest at 3 1/4%.
13	"Its" is an adjective; "it's" is the contraction of "it is." O'Shea said, "use ' (apostrophe) to shorten phrases: I'll." Use an * to mark often-confused words such as then and than.

	I saw a review of "La Casa Verde" in Latin American Fiction.
14	Do not space on either side of /: Order 10 gal. at \$16/gal. A dash is two unspaced hyphens-no space before and after it. Kyle, send the parcel by fourth-class mail--a saving of 50%.

## All Letters + 8 1 9 4 (top row)

Directions: Key each group of lines once. *Don't look at your hands!*



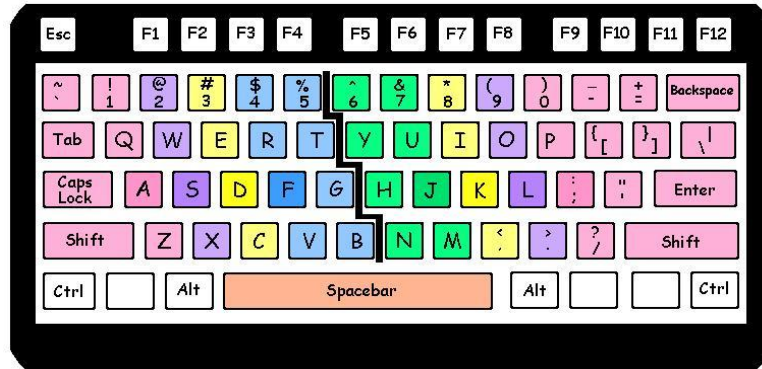
1	k k 8k 8k kk 88 k8k k8k 88k 88k Reach up for 8, 88, and 888. k k 8k 8k kk 88 k8k k8k 88k 88k Reach up for 8, 88, and 888.
2	Key the figures 8, 88, and 888. Please open Room 88 or 888. Key the figures 8, 88, and 888. Please open Room 88 or 888.
3	a a 1a 1a aa 11 a1a a1a 11a 11a Reach up for 1, 11, and 111. a a 1a 1a aa 11 a1a a1a 11a 11a Reach up for 1, 11, and 111.
4	Add the figures 1, 11, and 111. Has just 1 of 111 finished? Add the figures 1, 11, and 111. Has just 1 of 111 finished?
5	l l 9l 9l ll 99 l9l l9l 99l 99l Reach up for 9, 99, and 999. l l 9l 9l ll 99 l9l l9l 99l 99l Reach up for 9, 99, and 999.
6	Key the figures 9, 99, and 999. Did the 9 and 99 finish it? Key the figures 9, 99, and 999. Did the 9 and 99 finish it?
7	f f 4f 4f ff 44 f4f f4f 44f 44f Reach up for 4, 44, and 444. f f 4f 4f ff 44 f4f f4f 44f 44f Reach up for 4, 44, and 444.
8	Add the figures 4, 44, and 444. Please study pages 4 to 44. Add the figures 4, 44, and 444. Please study pages 4 to 44.

9	Key 11, 18, 81, and 88. Just 11 of the 18 skiers have left. Key 11, 18, 81, and 88. Just 11 of the 18 skiers have left.
10	Reach with the fingers to key 18 and 188 as well as 1 and 8. Reach with the fingers to key 18 and 188 as well as 1 and 8.
11	The stock person counted 11 coats, 18 slacks, and 88 shirts. The stock person counted 11 coats, 18 slacks, and 88 shirts.
12	Keep the fingers low as you key 11, 18, 19, 48, 94, and 849. Keep the fingers low as you key 11, 18, 19, 48, 94, and 849.
13	On March 8, 1994, 14 people took the 4 tests for the 8 jobs. On March 8, 1994, 14 people took the 4 tests for the 8 jobs.
14	He based his May 1 report on pages 449 to 488 of Chapter 19. He based his May 1 report on pages 449 to 488 of Chapter 19.
15	Please review Figure 8 on page 94 and Figure 14 on page 189. Please review Figure 8 on page 94 and Figure 14 on page 189.



# **All Letters + 8 1 9 4 + 0 5 7 3 2 6 (top row)**

Directions: Key each group of lines once. *Don't look at your hands!*



1	; ; 0; 0; ;; 00 ;0; ;0; 00; 00; Reach up for 0, 00, and 000. ; ; 0; 0; ;; 00 ;0; ;0; 00; 00; Reach up for 0, 00, and 000.
2	Snap the finger off the 0. I used 0, 00, and 000 sandpaper. Snap the finger off the 0. I used 0, 00, and 000 sandpaper.
3	f f 5f 5f ff 55 f5f f5f 55f 55f Reach up for 5, 55, and 555. f f 5f 5f ff 55 f5f f5f 55f 55f Reach up for 5, 55, and 555.
4	Reach up to 5 and back to f. Did he say to order 55 or 555? Reach up to 5 and back to f. Did he say to order 55 or 555?
5	j j 7j 7j jj 77 j7j j7j 77j 77j Reach up for 7, 77, and 777. j j 7j 7j jj 77 j7j j7j 77j 77j Reach up for 7, 77, and 777.
6	Key the figures 7, 77, and 777. She checked Rooms 7 and 77. Key the figures 7, 77, and 777. She checked Rooms 7 and 77.
7	d d 3d 3d dd 33 d3d d3d 33d 33d Reach up for 3, 33, and 333. d d 3d 3d dd 33 d3d d3d 33d 33d Reach up for 3, 33, and 333.
8	Add the figures 3, 33, and 333. Read pages 3 to 33 tonight. Add the figures 3, 33, and 333. Read pages 3 to 33 tonight.
9	j j 6j 6j jj 66 j6j j6j 66j 66j Reach up for 6, 66, and 666. j j 6j 6j jj 66 j6j j6j 66j 66j Reach up for 6, 66, and 666.
10	Key the figures 6, 66, and 666. Did just 6 of 66 finish it? Key the figures 6, 66, and 666. Did just 6 of 66 finish it?
11	s s 2s 2s ss 22 s2s s2s 22s 22s Reach up for 2, 22, and 222. s s 2s 2s ss 22 s2s s2s 22s 22s Reach up for 2, 22, and 222.
12	Add the figures 2, 22, and 222. Review pages 2 to 22 today. Add the figures 2, 22, and 222. Review pages 2 to 22 today.

13	<p>Flight 1049 is on time; it should be at Gate 48 at 5:50 p.m.</p> <p>The club meeting on April 5 will be in Room 549 at 8:10 a.m.</p> <p>Of our 108 workers in 1994, 14 had gone to new jobs by 1995.</p>
14	<p>I used Chapter 19, pages 449 to 458, for my March 10 report.</p> <p>Can you meet us at 1954 Maple Avenue at 8:05 a.m. August 10?</p> <p>Of the 590 students, 185 keyed at least 40 gwam by April 18.</p>
15	<p>Lee has sold 16 elm, 28 ash, 37 oak, 49 pine, and 50 shrubs.</p> <p>Flights 201 and 384 will be replaced by Flights 625 and 749.</p> <p>Key as a unit: 10, 29, 38, 47, 56; two units, 162 and 4837.</p> <p>In 1996, 26 of our 384 workers were moved to 507 Pecos Lane.</p>